

Middle East Region Civil Air Patrol

Commanders Update Briefing 12 August 2015



Col John Knowles
MER/CC



MER Staff Briefing



- HC – Chaplain
- HO – Historian
- IG – Inspector General
- JA – Legal
- PA – Public Affairs
- SE – Safety
- A1 – Personnel/Admin
- A3 – Operations
- A4 – Logistics
- A5/8 – Plans and Programs
- A6 – Communications
- A7 – Mission Support
- A7E – Aerospace Education
- A7O – Cadet Programs
- A7P – Professional Development
- A9 – Finance



MER/HC

Lt Col Greg Hill



Top Accomplishments this Period

- June-July 2015
- Prepared for National Board Chaplain Corps Advisory Council Briefing and Commanders' Call to Prayer.
- Continued processing applications for Chaplains and CDIs.
- Submitted Jan-Jun 2015 electronic HC report to NHQHC.
- Ensured Chaplain Corps support to Wing summer encampments.

Top Goals next Period

- August 2015
- Attend National Board meeting.
- Wing Commanders and Wing Chaplains urgently recruit CDIs per new CAPR 265-1 guidelines.
- Oversee VAWG Chaplains' Peer Mentor Initiative.
- Telephonically meet with each Wing Chaplain prior to National Conference.

Risks / Problems

- Lack of urgency to recruit CDIs or follow CAPR 265-1 guidelines.
- Inability to establish Chaplain Corps seminary training program in DC area.
- Loss of focus across MER to recruit CAP Chaplains.

Assistance Needed

- Recruitment and retention.
- TOP 3 GOALS: Conduct CCRSC with a maximum number of HC and CDIs; Each Squadron in MER have an assigned CDI or Chaplain by 1 Jan 2016; 100% reporting of HC/CDIs on semi-annual electronic reporting.



MER/HO

Maj Joseph Myers



<i>Top Accomplishments this Period</i>	<i>Top 3 Goals for 2015</i>
<p>1. Continuing Education course for collections management for CAP Historians. (<i>this course is currently being developed by TSgt Louis Toms with assistance from the MER HO</i>)</p>	<ol style="list-style-type: none">1. Plan and execute a Region Historian's conference. (Still in the planning stages.)2. Promote Professional Development for Historians across the region. Promote the flow of feedback and ideas across the Region.3. Support the development of new Historians in the Region.
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• Lack of understanding of the Historian's function• Lack of information	<ul style="list-style-type: none">• Encourage reporting of events at all levels.• Encouragement of Wing Historians to produce and forward Annual Wing History Reports. (only 2 wings submitted Annual History Reports for 2014, <i>NCWG and MDWG.</i>)



MER/IG

Lt Col Cheryl Fielitz-Scarborough



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none"><input type="checkbox"/> Complaint resolution status is up to date.<input type="checkbox"/> SUI's being completed in each wing.<input type="checkbox"/> Annual Review of MER Wing<input type="checkbox"/> Successful RCLS<input type="checkbox"/> Completed ICUT<input type="checkbox"/> SUI questions on IG Webpage	<ul style="list-style-type: none"><input type="checkbox"/> Wing IGs set budget for 2015-16.<input type="checkbox"/> Attend National Conf<input type="checkbox"/> Keep DTS and SUI Status out of the RED<input type="checkbox"/> Next IG Conf call 22 Sept <p><u>Goals:</u></p> <ol style="list-style-type: none">1. Well trained IG Corps2. No MER units in RED for SUI timeline3. Wing IGs submit budget, POA, Cont. books4. Comp Res conducted and closed in timely fashion.
<i>Risks / Problems</i>	<i>Assistance Needed</i>



MER/JA

Lt Col Tim Corrigan



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• <i>Provided counsel to the MER CC as requested</i>• <i>Provided legal counsel on-site at MERSAR (Lt Col Maxfield)</i>• <i>Provided “Acting” VAWG JA support</i><ul style="list-style-type: none">• <i>Assisted recruiting VAWG JA</i>• <i>National Legal Officers College</i><ul style="list-style-type: none">• <i>Lt Col Corrigan – attended, and</i>• <i>Maj Phillips – Instructed</i>• <i>MER_JA@mer.cap.gov reaches MER JAs simultaneously</i>• <i>Individual JA email addresses:</i><ul style="list-style-type: none">• <i>tcorrigan@mer.cap.gov -- JA</i>• <i>mphillips@mer.cap.gov – Dep JA</i>	<ul style="list-style-type: none">• <i>Reach out to MER Wing JAs -- invite them to participate in MER JA on-line meeting on Nov 4th</i>• <i>Publish Best Practice Tip sheets on MER JA Webpage</i>• <i>Prepare JA 2016 Budget Submission</i>• <i>Prepare JA 2016 Annual Training Plan Submission</i>
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• <i>None</i>	<ul style="list-style-type: none">• <i>Encourage Wings to include presentations at Wing Conferences that compare and contrast CAP Cadet Protection with State Law</i>



MER/PA

Maj Brenda Reed



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Back in Maryland after 4 ½ years!• Completed template for annual public affairs plans for NHQ PA• Conducted mid-year review of MER PA annual plan• Directed/taught online UCC	<ul style="list-style-type: none">• Meet with MER CC about conference vision; visit conference site• Research Instagram• Continue daily social media posts
<i>Risks / Problems</i>	<i>Assistance Needed</i>
None at this time	MER Conference – consider how you will participate in the May 2016 conference



MER/SE Maj Guy Butts



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period:</i>
<ul style="list-style-type: none">➤ Visited VAWG Summer Cadet Encampment at Ft. Pickett 14 hrs➤ MER Summer Encampments are complete➤ Partnered with MER Wing SE to close-out 40 SMS Mishaps➤ Worked with Capt. Newman to create MER email account.➤ Installed MER Email account on my i-phone with Capt. Newman➤ CAP Safety Currency has been removed from e-Services requirements	<ul style="list-style-type: none">➤ Complete Teleconference with Wing SE's
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">▪ Cadet personal injury most frequent mishap▪ Additional Cadet Safety Officers▪ Aircraft flat tires on landing	<ul style="list-style-type: none">✓ Utilization of online Hazard Reporting✓ Partner with MER to improve Mishap Reporting details



MER/A1

Maj James Brogan



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• From 31 Jun 2015 to 1 Aug15:• Promotions processed - SIX• Approved: York, Albertson, Thibodeau, Troici, Bly• One award recommendation pending	<ul style="list-style-type: none">• Deploy use of Sertifi.• Budget submission completed NLT 19 Aug
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• Request a staff meeting with CS• Several “broken” things with regard to “eServices” gaps, etc. (ie. we generate a TON of paper despite having several items online)	<ul style="list-style-type: none">• All correspondence requiring MER/CC action should be directed to the following:• ALL Awards: awards@mer.cap.gov• ALL Promotions: promotions@mer.cap.gov• All other correspondence: mer_a1@mer.cap.gov



MER/DO A3 August 2015 Slide

Lt Col Langley



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Planning and execution of Stan Eval IPC clinics 1 August @ HGR MD and 5 Sept @ BUY NC.• Heightened monitoring and coordination of budgets for end of fiscal Year : Emergency services Air Force training, Cadet orientation and Proficiency flying for all seven wings• Note starting this month all funds left over from missions fall back to NHQ, NOT back to the WING.• Assisted wing DO Counterparts daily as needed.	<ul style="list-style-type: none">• Begin Planning for MERSAR 2016 while info and after action items are still fresh in our minds.• monitoring of CAP-USAF training budgets and make monthly adjustments within the region as needed to maintain training funds for all wings as required to accomplish the mission and maintain readiness through the end of the fiscal year.• Planning and execution of Stan Eval IPC clinic 5 Sept @ BUY NC.• Review and assist wing DO Counterparts daily as needed.• Begin the process of calculating MER holdback, and allocating funds for next years training needs.
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• Constant monitoring of AIR and Ground ops for safety issues and trends	<ul style="list-style-type: none">• Instructors for IPC clinic in BUY



MER/A4

Lt Col David Oldham



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• MER OPERATION Beautify – Col Knowles requests that all vehicles with faded and discolored graphics get a new face lift. I have requested NHQ Logistics to forward two sets of vehicle graphics to each wing in MER. Each wing should choose the two most deserving vehicles to get a face lift. If more decals are needed the wing may request more. FYI – At any time a vehicle custodian may request decals from NHQ Logistics. If they are currently out, another order will be placed the next year.• MER Annual Logistics Audit will be coming up in the next 90 days. There is no date set at this time. Prepare your vehicle and/or aircraft for inspection.• Lt Col Richardson continues to push monthly vehicle mileage.	<ul style="list-style-type: none">• Laptops are in (3) at this time. Any MER Staff member requesting a laptop should send an email to Lt Col Oldham / and copy Col Egry NLT 01 OCT 2015. Final determination will be made after 10OCT2015 If you have a laptop with WIN XP and you are not using the laptop, contact me with instructions as to turning it in.• Vehicle for CAP Use – I have Van 99065 it is a cargo van without windows and only the two front seats (no bench seats in the rear). It is available to MER Staff members on a per use basis for CAP business. As usual, please return it with a full tank of fuel and clean. Hopefully without damage.
<i>Risks / Problems</i>	<i>Assistance Needed</i>



MER/A5/8 Plans and Programs

Lt Col Haertel



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Received Commander's guidance for strategy, training plan, priorities, and staff development program.• Preparing Strategy 101 briefing, Training Plan 101, and commanders guidance decision support product packages for the Staff Development weekend.	<ul style="list-style-type: none">• Continue to establish relationships, roles, and expectations.• Refine duty descriptions and fill section.• Develop Staff Development program.
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• Differences in levels of experience and understanding in planning, operations, and programs across the region will make Wing Commander's buy in to this planning process essential for success.• Learning process method will be iterative based on overall levels of understanding.• New processes need to produce immediate, recognizable, actual results.	<ul style="list-style-type: none">• Patience and involving the right staff officers.• Wing & Region Commander's buy in.• Provide better tools for commanders in synchronizing and managing outputs.



MER/A6

Lt Col Maurice Thomas



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• 2015 Region Communications Plan – revised and approved• Continued direct support of NHQ-NTC• On-going development of National Communications Training Program• Construction and support, Ft. Pickett UHF Repeater• Participation in NTN by all wings increasing• 2015 NESA Schools attendance• Plans for 2016 MER-SAR College on track	<ul style="list-style-type: none">• Wing Communications Plans to be reviewed• Continuous Forward looking assessment of needed repair and replacement cycles• National Traffic Net – Goal of 100% HF participation by region assets• National Traffic Net – Daily representation by all wings• Quarterly conference calls with Wing DC/A6• Be “value-added” asset to wings• Encourage training of technical talent among members, RDO program
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• ROS of “live” and irreplaceable assets• ISR radios will not be replaced\VHF handhelds will be in short supply• EFJ not supporting our current equipment• Responsiveness to the “customer” for communications services• Encourage command to utilize/exercise assets	<ul style="list-style-type: none">• Reporting of unusual equipment failures• Awareness of maintenance cycles and costs• Minimize the loss of irreplaceable assets• Planning assistance to the wings• Active feedback from DO and CC – focus on command concerns



MER/A7 Col Trick



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Continue to work with Wing PD, CP, AE• CP – Completed 2 RCLSs• A7 and CC attended AFCEA NCSA in FL• AE - AEO School Completed	<ul style="list-style-type: none">• Appoint AE and PD Staff<ul style="list-style-type: none">- DCS AE, Internal AEO- DCS PD• AE - Encourage use of STEM kits<ul style="list-style-type: none">- new kits/topics coming soon• CP - All MER Staff Complete new CPPT<ul style="list-style-type: none">- Conduct Cadet Comp
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• e.services permissions	<ul style="list-style-type: none">• MER Staff complete the new CPPT



MER/A7E Col Trick



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">Continue to work with Wing DAEsTwo New STEM kits comingMER AEO School Completed	<ul style="list-style-type: none">Augment AE Staff<ul style="list-style-type: none">DCS AEInternal AEExternal AEOBegin MER AEO School Planning for 2016
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">None	



DCS/CP (A7O)

Lt Col Dan Brodsky



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Cadet Leadership Schools and Honor Guard Academy• One-page flyer for Cadet Competition• Added new content to web site<ul style="list-style-type: none">• https://mer.cap.gov/cadets• CAC discussed goals for new term• DDR year-to-date DDRx and AAR stats updated	<ul style="list-style-type: none">• Get our last three CPP stragglers compliant• Appoint CLS curriculum rewrite committee, which will work Oct-Jan to overhaul our training materials• Finalize judges and staff for cadet competition
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• May need additional staff for cadet competition Sept 25-27 @ Ft. Pickett, VA



MER/A7P Col Trick



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Continue to work with Wing PDs - give assistance with PD courses (TLC, CLC, SLS, UCC)• New 50-17 released	<ul style="list-style-type: none">• Planning for MER RSC 2016• ID new MER DCS PD• Get more members to Level V• Have all MER Staff Complete New CPPT
<i>Risks / Problems</i>	<i>Assistance Needed</i>



MER/FM

Lt Col Phyllis Griffin



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">• Processed all requests for payment/deposits• Processed monthly credit card bill (monster)• Finalizing SAR College finances• Finalized AEO School finances• Provide advances for RCLSs• HGA Finances & Admin• Worked to get Sertifi access for A1• Started training assistant in credit card• Worked with CFA on credit card issue• Started FY16 budget process	<ul style="list-style-type: none">• Complete FY16 draft budget• Process all requests for payment/deposits• Reconcile bank accounts• Process credit card bill• Continue train assistant to do credit card• Finish SAR College finances
<i>Risks / Problems</i>	<i>Assistance Needed</i>
Credit card lost but due to wonderful Susan Easter, problem solved quickly	<ul style="list-style-type: none">• Plan to get assistant more involved



MER Command Staff Briefing



- Chief Of Staff
- Region Commander



MER/CS

Col Eugene Egry



<i>Top Accomplishments this Period</i>	<i>Top Goals next Period</i>
<ul style="list-style-type: none">Selected Wreaths Across America Project Officer – Col Ziggy Bernfeld	<ul style="list-style-type: none">Establish MER Staff to Wing Staff Conference Calls. Minimum QuarterlyWork with A7 to find new A7P, A7E, A7EI, A7EXWork with A5/8 to plan the MER Staff Retreat / Strategic Planning Session – OctoberWork with PAO for MER Conference PlanningMER Conference Staff PresentationsMER Staff Budgets
<i>Risks / Problems</i>	<i>Assistance Needed</i>
<ul style="list-style-type: none">Clearing A1 backlog for promotions and awardsSetting up SERTIFI for MER Awards and PromotionsOverdue “top 3” goals from MER Staff that need to feed into the ATP	<ul style="list-style-type: none">Need help finding new A7P, A7E, A7EI, A7EX



MER/CC

Col John Knowles



- **Staff Plays a Vital Role In EVERYTHING we do in the MER**
- **Some “To Do’s” for Staff**
 - **“Meet” with your Wing Counterparts (List Meetings on your CUB- I am checking this month!)**
 - **Think About the 2016 OTY (all year long – make some notes)**
Talk with the wings about their selections.
 - **Work on Your Replacement (Leadership 101)**
- **You are the SME for the Region (keep up on the job)**
- **How Are Your ATP Goals Coming?**
- **2016 – Separate MER Conference – Maj Brenda Reed – Project Officer. Contact her if you have ideas for a session.**
- **Communications is a two way street. Talk with your staff and your boss.**